



DEPARTMENT OF THE NAVY

U.S. NAVY ELEMENT
REGIONAL HEADQUARTERS
ALLIED FORCES SOUTHERN EUROPE
PSC 813 BOX 167
FPO AE 09620

IN REPLY REFER TO:

NAVELEMINST 1440.1
CMDMCM
12 Jul 02

NAVELEM INSTRUCTION 1440.1

Subj: NAVY ELEMENT PROFESSIONAL DEVELOPMENT BOARD

Ref: (a) MILPERSMAN 2230330
(b) OPNAVINST 5354.1E
(c) OPNAVINST 1160.5C
(d) OPNAVINST 1420.1
(e) OPNAVINST 1040.11

Encl: (1) PDB Recommendation Sheet
(2) PDB Data Sheet
(3) PDB Critique Sheet

1. Purpose. To review applications and requests from enlisted personnel and make recommendations to the Officer in Charge via the Admin Officer for striker designation, rating conversion, personnel who are approaching High Year Tenure (HYT), and commissioning and career programs. The PDB is comprised of Command Master Chief (CMDMCM), Command Training Coordinator (CTC), Command Career Counselor (CCC), and the recorder. The board interviews and screens individuals in areas of professional development. Specifically, the PDB assists qualified enlisted personnel to obtain rating identification, change of apprenticeship, interdepartmental transfer, career development, and advancement guidance. Additionally, the PDB interviews those personnel desiring to reenlist or extend beyond HYT.

2. Policy. The PDB submits recommendations on personnel assignments and selected career fields based upon manpower needs of the Navy, command manning requirements, individual desires, initiative, and capabilities. The PDB will encourage non-designated personnel to obtain striker identification either from formal classroom training or on-the-job training (OJT) as outlined in reference (a). Specific ratings which require either OJT or a Class "A" school are listed in reference (b) and (c). The PDB will screen personnel appearing before the board using the guidelines contained in reference (d). Specific career programs and opportunities that the PDB reviews are:

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- a. Applications for Officer Programs (LDO, CWO, OCS, AOCS, NA, NROTC, BOOST, STA-21, etc.)
- b. Applications for education programs (EEAP, etc.)
- c. Applications for the Senior Enlisted/Sergeant Majors Academy.
- d. Change in rating (Direct, Lateral, Forced, SCORE, etc.)
- e. Entry into open/closed ratings, etc.
- f. Individual professional growth and advancement guidance, and request for reenlistments/extensions beyond HYT.

3. Procedures.

a. The PDB convenes on a monthly basis. The PDB conducts interviews with:

(1) E-6 and below personnel within six (6) months after reporting onboard and quarterly thereafter.

(2) Personnel who have either failed an advancement examination or have not been advanced following three (3) test cycles. These personnel appear before an informal PDB comprised of their respective Divisional Chief, Command Training Coordinator (CTC), Command Career Counselor (CCC), and Command Master Chief (CMD CM).

(3) Personnel directed to report before the PDB by the Admin Officer, CMD CM, or Officer in Charge.

(4) Personnel requesting specific programs contained in paragraph 2 above.

b. The PDB is comprised of the following personnel:

(1) The CMD CM. The CMD CM or designated representative presides as the Chairman.

(2) Advisory members

- (a) CTC
- (b) CCC
- (c) Divisional Chief, or delegated U.S. Supervisor
- (d) Recorder

4. Responsibility.

a. The CMDCM shall:

- (1) Serve as the chairman of the PDB and maintain the order and decorum of every PDB.
- (2) Complete enclosure (1). Forward enclosures (1) and (2) for each individual interviewed by the PDB.
- (3) Review, forward and maintain a file copy of enclosure (3) when complete.

b. The CTC shall:

- (1) Serve as a professional advisor to the board in matters relating to Educational programs, online Distance Education (DE), and opportunities supporting college-level studies.
- (2) Assist personnel interviewed by the PDB in retrieving Rate Training Manuals (RTM's).
- (3) Arrange suitable accommodations for each PDB.
- (4) Ensure completion of sections A through K of enclosure (2) are completed prior to commencing the PDB.
- (5) During check-in, brief newly assigned non-designated personnel concerning the functions of the PDB.
- (6) Retain completed copies of enclosures (1) and (2) following the PDB.
- (7) Ensure PDB members and prospective attendees receive notification at least five (5) working days prior to meetings.

c. The CCC shall:

(1) Serve as the professional advisor to the PDB in matters pertaining to retention or specific programs related to subject matter.

(2) Brief PDB members on any changes to programs or policies contained in references (a) through (e), and any other directives which may affect an individual's entry into a specific rating, program or career progression.

(3) Prior to commencement of the PDB, provide CTC with personnel information from sections A through K of enclosure (2).

d. The Divisional Chief shall:

(1) Prior to PDB, complete section H of enclosure (2).

(2) Be present or have a designated First Class Petty Officer attend all PDB's.

(3) Maintain the requirements of reference (e).

(4) Provide guidance to personnel appearing before the PDB in matters pertaining to professional and military career development. Direct the attendee to prepare a listing of short and long-term goals for submission to and discussion by the PDB.

(5) Ensure PDB recommendations are implemented within their respective divisions.

(6) Forward the completed PDB packages consisting of enclosures (1) and (2) to their respective chains of command.

e. The Recorder shall:

(1) Maintain a file copy of the minutes from each PDB.

(2) Provide each attendee a blank copy of enclosure (3) following the PDB.

(3) Obtain the service records of individuals scheduled to appear before the PDB and ensure that service records are available during the process of each PDB.

(4) Maintain a listing by date of personnel who have appeared before the PDB and when they are scheduled to return before a PDB.

(5) Prepare and forward the minutes of the PDB to the Officer in Charge via the Command Master Chief (CMDCM).

f. Attendee shall:

(1) Be present for the scheduled PDB with a listing of their short and long-term goals.

(2) Complete enclosure (3) immediately following the PDB and forward to the CMC.

A handwritten signature in black ink, appearing to read 'R. C. Weitzman', with a long horizontal flourish extending to the right.

R. C. WEITZMAN

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NAVY ELEMENT
RHQ AFSOUTH
Professional Development Board
Recommendation

Date: _____

From: Command Master Chief

To: Officer in Charge

Via: (1) Division Chief of _____ Division
(2) Admin Officer

Subj: PROFESSIONAL DEVELOPMENT BOARD RECOMMENDATION
ICO _____

1. The subject named person has been interviewed and counseled concerning: _____

2. The following comments/recommendations are forwarded:

3. The subject named member has been given the following tasking: _____

4. Timeframe expected for review of member's progress: _____

5. PDB Board Members: _____

Command Master Chief (CMDCM)

PROFESSIONAL DEVELOPMENT DATA SHEET

DATE: _____ DATE FOR 3 MONTH REVIEW: _____ DATE FOR FINAL REVIEW: _____

SECTION A: GENERAL INFORMATION

NAME: _____ RATE: _____ SSN: _____

DATE RPT ONBD: _____ PRD: _____ MARITAL STATUS: _____ NO.DEP: _____

DEPARTMENT: _____ DIVISION: _____

PRESENT DUTIES: _____

SECTION B: QUALIFICATION INFORMATION

ADSD: _____ PEBD: _____ EAOS: _____ EXT: _____

SECURITY CLEARANCE: _____ CITIZENSHIP: MEMBER/SPOUSE _____

NAVET: _____ OSVET: _____ SDCD: _____

SEA/SHORE ROTATION: _____

NJP ACTION LAST 36 MONTHS: _____

LAST THREE EVALUATIONS: PROVIDE

SECTION C: PHYSICAL QUALIFICATIONS

PRT: _____ BF%: _____ PREGNANT: YES: _____ NO: _____

SECTION D: ADVANCEMENT DATA

DATE OF LAST ADV: _____ TIR: _____ DATE ELIG: _____ EXAM RATE: _____

DATE OF EXAMS TAKEN: _____/_____/_____ PNA PNTS: _____/_____/_____

MILITARY SCHOOLS COMPLETED: _____

COURSES COMPLETED: _____

OTHER REQUIREMENTS NEEDED: _____

SECTION E: EDUCATION DATA

HS DIPLOMA: _____ GED: _____ COLLEGE: _____
OFF-DUTY EDUCATION: _____

PERFORMANCE TEST: (TYPING/LANGUAGE/etc.)

SECTION F: QUALIFICATION SCORES (ASVAB)

DATE TESTED: _____ TEST FORM: _____ DATE OF RETEST: _____
AFQT: _____ GS: _____ AR: _____ WK: _____ PC: _____ NO: _____ CS: _____
AS: _____ MK: _____ MC: _____ EI: _____ VE: _____

SECTION G: MEMBER'S DESIRES

DESIRE RATING: 1ST: _____ 2ND: _____ 3RD: _____
ENTRY PROGRAM: A SCHOOL: _____ EXAM: _____ OTHER: _____
PAST EXPERIENCES IN THESE FIELDS:
1ST: _____
2ND: _____
3RD: _____

FORMAL NAVY SCHOOLS REQ'D:

1ST: _____
2ND: _____
3RD: _____

DATE ELIG TO REQUEST SCHOOL: _____ DATE ELIG FOR TRANSFER: _____

ABOVE RATING(S) CREO REGA: 1ST: ____/____ 2ND: ____/____ 3RD: ____/____

MEMBER HAS/HAS NOT COMPLETED PRELIMINARY OJT TO AID IN SELECTION
OF DESIRED RATING.

SECTION H: DIVISION CHIEF COMMENTS

SECTION I: COMMAND CAREER COUNSELOR COMMENTS

PROFESSIONAL DEVELOPMENT BOARD
CRITIQUE SHEET

1. Do you feel that the PDB helped you, if so, in what way?
2. Would you change anything concerning the board, if so, what?
3. Would you recommend the PDB to other individuals?
4. Complete the following statement: "My overall feeling of the Professional Development Board is..."

Copy to:
OIC
CMC